

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. <div style="text-align: center; border: 1px solid black; padding: 2px;">2225</div> Page 1 of 2
Agency: Governors Office For Children, Youth & Families		Division/Unit: Community Partnerships
General Schedule: 'Lisa L.' or Psychiatric Hospitalization Tracking System Records		
Item No.	Description	Retention
1.	<u>'Lisa L' Tracking Forms</u> This refers to admissions notification and discharge notification forms used to track psychiatric hospitalization of youth in State custody in designated psychiatric hospitals. This information serves as notification to OCYF and to State agencies that a child in State custody is experiencing psychiatric hospitalization. The tracking form contains information on the name of the child, date of admission, discharge placement recommendation, and discharge planning efforts. Once the child is discharged, a discharge notification is sent, signaling the completion of the tracking form process for that hospitalization. Lisa L tracking forms may also contain the Lisa L tracking log which is a summary of the information on the Tracking forms produced on a monthly or semi-annual basis. All these children have been discharged and placed.	Retain for five (5) years and then destroy.
2.	<u>MART Folders</u> The Multi-Agency Review Team reviews the information in (1) above to assist with removing obstacles to discharge. Thus this team reviews the tracking forms submitted on a bi-weekly basis. These folders may contain MART agenda, team minutes, administrative and procedural issues, correspondence between MART members in reference to MART procedures. These correspondence ranged from 1995 to 1997.	Retain for five (5) years and then destroy
3.	<u>Lisa L Agreement and Contract</u> These folders will contain information on the settlement of the 'Lisa L.' lawsuit and agency efforts to develop a system for tracking hospitalized children (the tracking form process) including preliminary efforts to develop services for children coming out of psychiatric hospitals. This also includes correspondence with Maryland Disability Law Center. These correspondence was written when an appropriate procedure for tracking hospitalized children was being sought. An agreement was reached and a current procedure that is contained in the State Health Plan is now in effect.	Retain permanently, transfer to the State archives.
Schedule approved by Department, Agency or Division Representative Date <u>11/26/02</u> Signature <u>[Signature]</u> Typed Name <u>MUSU FOFAINA</u> Title <u>Case Service Coordinator</u>		Schedule authorized by State Archivist Date <u>DEC 09 2002</u> Signature <u>[Signature]</u>

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Agency Governor's Office for Children, Youth and Families General Schedule Lisa L Records		Division/Unit Community Partnerships
Item No.	Description	Retention
4.	<u>Lisa L Training</u> A. These are training manuals for the previous Lisa L database which is no longer in use. These manuals also contain information on the history of Lisa L and agency resource information. B. Training Agendas for previous Lisa L trainings and notifications for upcoming Lisa L trainings.	Retain permanently (1) one copy of manual containing historical and agency resource information, transfer to the State archives. Retain other copies for five (5) years and then destroy. Retain for (5) five years and then destroy.
5.	<u>Case Review Records</u> This was the system in use prior to the institution of the tracking form process. These folders contain information on cases reviewed on a weekly basis by the Case Reviewer to determine the reasons for extended hospitalizations and assist with removing obstacles to discharge.	Retain permanently, transfer to the State archives.
6.	<u>Resource Information Manuals/Folders/Brochures</u> A. These are resource information on residential providers, reports by State committees which may have been relevant to Lisa L, conferences etc.	Retain for (3) three years and then destroy.
7.	<u>Lisa L Expense Reports</u> These contain mileage sheets and other expenses incurred in the process of implementing Lisa L, which had been reimbursed.	Retain for three (3) years and then destroy.
8.	<u>Lisa L Reports</u> These are reports presented to the Subcabinet and other agencies on the performance of the Lisa L tracking system. These reports were prepared based on numerical information obtained from the Lisa L database and the Lisa L tracking log. Also included in these folders are draft reports.	Retain for five years and then destroy.
Schedule approved by Department, Agency or Division Representative Date <u>11/26/02</u> Signature <u>[Signature]</u> Typed Name <u>MUSU FOIANA</u> Title <u>Case Service Coordinator</u>		Schedule authorized by State Archivist Date <u>DEC 09 2002</u> Signature <u>[Signature]</u>

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
Department/Agency GOVERNOR'S OFFICE FOR CHILDREN, YOUTH & FAMILIES	2. Division 60 EXECUTIVE		3. Unit COMMUNITY PARTNERSHIP
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title 'Lisa L'	5. Earliest Year/Latest Year 1994 to 1998		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 'Lisa L' tracking forms and minutes of meetings related to Lisa L including Lisa L training information. The purpose of these series is to provide administrative and programmatic support to the Lisa L program.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Sound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Type of record		9. Volume 25 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes 10. Annual Accumulation 25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Boxes
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston St. 15th Floor, Room 1502	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Five (5) years and then destroy.		
Name and Title of Preparer Musu Fofang, Case Service Coordinator	20. Telephone Number 410-767-6264		21. Date 10/10/02

DGS 550-4 (Rev. 1/93)

Figure 1